**IT Applications, Unit 4**

**Ch Developing a solution using spreadsheet software, p 213-**

Case Study: Point Pleasant Social Service Program – organisational outline and current practice

**Creating a solution using a spreadsheet:**

1. Listsome things to consider when creating the spreadsheet.

Some things to consider when developing a spreadsheet solution are:

* Create a ‘data entry’ sheet in which all raw data can be entered and validated. Data should only be entered once; formulas should then be used to reference data from the entry sheet.
* Create professional-looking reports by minimising the amount of clutter around the report. Clearly, simply and professionally communicate what is needed.
* Create charts to clearly show the visual data required. Remember that the CEO of an organisation may want to view your charts as part of another presentation.
* When creating your formulas experiment with different sets of ‘test data’. The more you put into your test data the more functions it will test and the less testing you will need to do.
* Create a prototype or mock-up of your solution and get someone who doesn’t know about spreadsheets to text your solution.

1. What is the process for illustrating to clients that their needs have been met?

The process for illustrating to clients that their needs to be met is done through screen shots (take after the solution has been created) which are annotated. These annotations should help to show clients that their needs have been met.

**Testing the solution**

1. List the typical spreadsheet features to test.

When creating a spreadsheet solution it is typical to check:

* Any calculations (formulas, referencing from other sheets, IF statements used for notifications)
* Validation (range checking and data type checking)
* Lookups
* Macros
* Charts
* Sorting data (especially in lists)

1. When should the test data been generated?

Test data should be generated as part of the test plan, created during the design stage.

1. What is user acceptance testing?

User acceptance checking refers to the user’s approval (or disapproval) of the solution and output, and their ability to find the information they need.

1. How is this testing carried out?

This form of testing is carried out by creating a questionnaire that asks the user things like how easily they could complete their tasks and their opinion of the output.

**User documentation**

1. What does the documentation process involve?

After a solution has been developed and tested it important that documentation is created to assist users. This process of documentation involves creating step-by-step instructions for users to work with the solution.

1. How is user documentation now created?

User documentation was in the past often printed but not it is more common to find it created for onscreen use.

**Evaluating a spreadsheet solution**

1. What is the purpose of evaluation?

The purpose of evaluation is to ensure that the solution meets the needs of the users in that it solves the problems with the current systems as identified in the analysis stage.

1. The evaluation strategy is broken down into 2 activities. What are these 2 activities?

The two activities that the evaluation strategy is broken into are:

1. Specify a timeline of when the evaluation will take place, a list of what data will be collected and how this relates to the evaluation criteria.
2. Report on the extent to which the solution meets the requirements of the client/user.
3. List the steps undertaken in the process to report on the extent to which the solution meets the requirements of the user/client.

The steps undertaken in the process to report on the extent which the solution meets the needs of the client/user are:

1. Specify the focus of the evaluation, making sure you know exactly what it is that needs to be evaluated
2. Establish why the evaluation is taking place. Are you testing for accuracy or usability?
3. Identify who should receive the information that has been gathered as a result of a the evaluation
4. Establish the main key question to be asked to the main stakeholders and how the answers can be collected and analysed.

* Have the organisational goals been met?
* Are the users happy with the product?
* Does the solution solve the original problem?
* Are any improvements required?

1. Determine how the results of the evaluation will be disseminated and what changes, if any, should take place to make the solution effective.

Darcie Anderson